



## Administrative Regulation

# Violence-Free Workplace

<b>Policy #</b>	03-07.05
<b>Effective Date:</b>	December 4, 2015
<b>Revision Date:</b>	October 11, 2021
<b>Owner:</b>	Human Resources

### Purpose:

The purpose of this policy is to provide employees guidance that will maintain an environment free of violence and the threat of violence.

### Scope:

This regulation applies to all employees, volunteers, interns, contracted workers, and councilors of the City.

### Policy:

The City recognizes the importance of a safe workplace for employees, customers, vendors, contractors, and the general public. A work environment that is safe and comfortable enhances employee satisfaction as well as productivity. Therefore, threats and acts of violence made by an employee against another employee, volunteer, elected official, or member of the public with respect to that person's life, health, well-being, family, or property will be dealt with in a zero-tolerance manner by the City.

All employees have an obligation to report any incidents that pose a real or potential risk of harm to employees or others associated with the City, or that threaten the safety, security or financial interests of the City. All physical assaults involving an employee or occurring at a City Workplace will be reported to the police. All other incidents or threats of workplace violence will be reported to the police as appropriate. Employees are also strongly encouraged to report threats or acts of violence by non-employees, such as vendors or citizens, against any employee, volunteer or elected official.

The City also may conduct an investigation of a current employee where the employee's behavior raises concern about work performance, reliability, honesty, or potentially threatens the safety of co-workers or others.

### Procedure:

#### 1. Prohibited Actions

- 1.1. Employees are prohibited from engaging in physical violence included engaging in acts of bodily harm or threatening to inflict bodily harm, physical intimidating, or verbal and/or written threats of violence. Law enforcement employees may apply use of force consistent with department general orders.

- 1.2. Employees may not carry dangerous weapons unless required per their job duties. Employees can carry pocket knives three and one half (3.5) inches or less in blade length.
- 1.3. Employees may not carry deadly weapons while at work or bring them to the workplace, including parking lots on City property unless required by their job duties.
- 1.4. Employees other than duly authorized police personnel who possess concealed handgun permits issued pursuant to ORS Chapter 166 are not exempt from this policy and shall not possess a handgun while conducting their duties as a City employee.

## 2. Responding to Threatening or Violent Situations.

- 2.1. Employees are encouraged to remain alert to the possibilities of violence. Should a violent incident develop, the first priority should be the safety of employees and other persons in the area.
- 2.2. Employees who feel threatened or in danger of imminent bodily harm should take the following steps:
  - 2.2.1. Alert others to the danger developing in the area.
  - 2.2.2. Leave the scene if it can be done safely.
  - 2.2.3. Call 911.
  - 2.2.4. Follow reporting procedures as outlined in section 2.
- 2.3. Employees should do the following if an individual is making verbal threats or is otherwise intimidating employees or other persons in the area:
  - 2.3.1. Try to defuse the situation.
  - 2.3.2. Maintain a safe distance from the individual, if possible. Do not attempt to challenge or disarm the individual.
  - 2.3.3. Follow complaint procedures as outlined in section 2.

## 3. Complaint Procedure

- 3.1. Any City employee who has been the victim of workplace violence, who witnesses workplace violence or believes there is a potential for workplace violence to occur shall notify a supervisor, department director, or the Human Resources Director, as soon as it can be done safely.
- 3.2. Upon receiving a report of an act of workplace violence or a potential act of workplace violence by a City employee, Human Resources will direct a confidential and thorough investigation to be conducted in a timely manner.

3.3. Human Resources will assess the situation and refer it to the Springfield Police or other agencies as appropriate.

4. Risk Reduction Measures.

4.1. The Human Resources department takes reasonable measures to conduct background investigations to review candidates' backgrounds and to reduce the risk of hiring individuals with a history of violent behavior.

4.2. Although the City does not expect employees to put themselves at risk or harm. Employees are asked to exercise good judgment and to inform the department leadership or HR Department if any employee exhibits behavior that could be a sign of a potentially dangerous situation. Such behavior includes but is not limited to:

4.2.1. Discussing weapons or bringing them to the workplace.

4.2.2. Displaying overt signs of extreme stress, resentment, hostility or anger.

4.2.3. Making threatening remarks.

4.2.4. Showing sudden or significant deterioration of performance.

4.2.5. Displaying irrational or inappropriate behavior.

**Definitions**

1. "*Deadly weapon*" means any instrument, article or substance specifically designed for and presently capable of causing death or serious physical injury.
2. "*Dangerous weapon*" means any weapon, device, instrument, material or substance which under the circumstances in which it is used, attempted to be used or threatened to be used, is readily capable of causing death or serious physical injury.
3. "*Employee*" for the purpose of this regulation, is any employee, officer, volunteer, intern, independent contractor or similar person who is performing the work of the City.
4. "*Intimidation*" is the act of making others afraid or fearful through threatening behavior.
5. "*Threat*" is the implication or expression of intent to inflict physical harm, verbal or nonverbal. An expression constitutes a threat without regard to whether the party communicating it has the ability to carry out the threat and without regard to whether the expression of harm is one of an immediate or future nature.
6. "*Violence*" is any action or threat of action that would result in a person's fearing for their personal safety. This includes acts of intimidation, hostility, aggression, humiliation, physical abuse, verbal threats, shouting, hitting, throwing, and any verbal or physical action which creates an environment in which a witness to them or the person to whom they are directed feels unreasonably threatened.

7. “*Weapon*” is any and all firearms and any other object defined as a weapon by Oregon or Federal law, which may include common items used in a threatening or violent manner.
8. “*Workplace*” includes all places where City business occurs including, City buildings and surrounding perimeter including parking lots, sidewalks, and driveways; City vehicles; off-site locations where City work is performed; City-sponsored functions; and travel for City Business.

**Resources:**

1. [Corrective Action Administrative Regulation](#)
2. [Crime Victim Leave Administrative Regulation](#)
3. [Domestic Violence Leave and Accommodation Administrative Regulation](#)
4. [Investigations Administrative Regulation](#)

**CREATION (Original):**

This administrative regulation is in effect as of the date of my signature. I authorize the Human Resource Director to modify the history and resources sections and header, footer, and numbering without my reauthorization. The administrative regulation remains in effect should these revisions occur.			
<b>Approved By:</b>	Gino Grimaldi, City Manager	<b>Dates:</b>	December 4, 2015
<b>Author:</b>	Greta Utecht, Director of Human Resources		
<b>Responsible Party:</b>	Human Resources		
<b>Replaces:</b>	Personnel Management Memo 26 "Violence Policy"		

**PERIODIC REVIEW:**

<b>Reviewer:</b>		<b>Date:</b>	
<b>Reviewer:</b>		<b>Date:</b>	
<b>Reviewer:</b>		<b>Date:</b>	
<b>Reviewer:</b>		<b>Date:</b>	
<b>Reviewer:</b>		<b>Date:</b>	

**REVISIONS:**

<b>Version #3:</b>	<b>Responsible Party:</b>	Human Resources		
	<b>Revised By:</b>	Chaim Hertz, Director of Human Resources		
	<b>Approved By:</b>	Nancy Newton, City Manager	<b>Date:</b>	10/08/2021
	<b>Reason/Summary of Changes:</b>	Policy statement was revised to include employee obligations. Changes in the procedural section included changing "weapons in the workplace" to "Prohibited Actions" and it included more language regarding physical violence. Also removed the section regarding anonymous reporting, per guidance from CIS.		

<b>Version #2:</b>	<b>Responsible Party:</b>	Human Resources		
	<b>Revised By:</b>	Chaim Hertz, Director of Human Resources		
	<b>Approved By:</b>	Gino Grimaldi, City Manager	<b>Date:</b>	November 14, 2017

	<b>Reason/Summary of Changes:</b>	Policy number was changed from 03-11.08. Policy was reformatted and removed language regarding the use of the police department for training and the list of prohibited conducts because that information is included in other regulations.
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